



reclaim. restore. equip. repeat.

Job Title: Early Childhood Education Site Aide
Salary Range: \$10 per hour
Reports To: Site Coordinator
Status: This is an at-will, part-time, non-exempt Position
Deadline: Open until filled

POSITION ROLE:

Under the direction of the Early Childhood Education Program Coordinator, this position is responsible for providing educational aid to pre-school age children. The position requires the delivery of enrichment and educational activities of the children in the program, as well as assisting the Site Coordinator in related activities.

RESPONSIBILITIES:

1. Represents the mission and vision of Fresno Street Saints at public events, and meetings; and must agree to abide by the Policies of Fresno Street Saints.
2. Provide a quality enrichment experience for the children at all times.
3. Maintain an overall safe and stimulating atmosphere.
4. Provide children with a safe and nurturing environment.
5. Attends all meetings/events required by supervisor.
6. Excellent customer service skills.
7. Good judgment dealing with difficult children, emergency or security situations.
8. Be professional at all times.
9. Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

1. High school graduate or equivalent.
2. 6 or more units in Early Childhood Education or Child Development; at least 2 of the 6 units in Infant/Toddler Development
3. 1-3 years working with children.
4. Current CPR/ First Aid certifications.
5. Must pass criminal background check.
6. Must possess a variety of skills that include leadership development, communication, as well as the ability to develop and conduct training sessions and volunteer/staff evaluations
7. Bi-lingual English/Spanish required.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience in dealing with all types of individuals in a positive manner.

2. Good judgment when dealing with difficult children, staff, emergency or security situations. Responds effectively to crisis situations.
3. Available to work weekends and holidays if necessary.
4. Committed to provide excellent customer service.
5. Pleasant, tactful and patient.
6. Computer literate.
7. Exhibit professionalism at all times. Personal issues and comments have no place in the organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, stand, walk, sit, reach with hands and arms, stoop, kneel, talk and hear. Seeing to read a variety of materials. The employee must occasionally lift and or move up to 50lbs.

Special Requirements

- The candidate must have reliable transportation at all times.
- All Fresno Street Saints staff is required to submit a background check.

COMPENSATION:

The potential for long term employment at a greater rate of pay

Applicants please submit:

1. Cover letter with resume by mail or email to: Fresno Street Saints, 1727 L Street, Fresno, CA 93721 or admin@fresnostreetsaints.org



reclaim. restore. equip. repeat.

Job Title: Early Childhood Education Program Coordinator
Salary Range: \$30,000 to \$35,000
Reports to: Chief Operating Officer
Status: This is an at-will, full-time, non-exempt position with full organization benefits.
Deadline: Open until filled

POSITION ROLE:

Under the direction of the Chief Operating Officer, the Early Childhood Education Coordinator is responsible for the development, planning and execution of a comprehensive educational enrichment program for pre-kindergarten age children and their parents. The position requires an understanding of the resiliency issues facing communities at risk and the opportunities present in the development of the young children and their families. The programming must be developed and executed in accordance with the purpose and goals of the Fresno Street Saints.

RESPONSIBILITIES:

1. Represents the mission and vision of the Fresno Street Saints at public events, and meetings; and must agree to abide by the Personnel Policies of the Fresno Street Saints.
2. Develops and implements a comprehensive early childhood education experience for both the children and their parents that meets the criteria of the program and achievement objectives.
3. Evaluates employed personnel under your supervision according to Fresno Street Saints policies.
4. Attends all meetings/events required by supervisor.
5. Maintains accurate monthly reports.
6. Excellent customer service skills.
7. Provide quality educational curriculum and care to children and their parents at all times.
8. Maintain an overall safe and stimulating atmosphere.
9. Provide children with a safe and nurturing environment.
10. Good judgment dealing with problem children, emergency or security situations.
11. Be professional at all times.
12. Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

1. BA Degree in Early Childhood Education or related field or combination of experience and education commensurate with duties listed below
2. 2 years experience in a leadership capacity in community development.
3. Current CPR/ First Aid Certifications.
4. Must pass criminal background check.
5. Must possess a variety of skills that include leadership development, communication, as well as trainings and evaluations of volunteers and staff.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

8. Experience in dealing with all types of individuals in a positive manner.
9. Good judgment when dealing with difficult children, staff, emergency or security situations.
Responds effectively to crisis situations.
10. Available to work weekends and holidays if necessary.
11. Committed to provide excellent customer service.
12. Pleasant, tactful and patient.
13. Computer literate.
14. Exhibit professionalism at all times. Personal issues and comments have no place in the organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, stand, walk, sit, reach with hands and arms, stoop, kneel, talk and hear. Seeing to read a variety of materials. The employee must occasionally lift and or move up to 50lbs.

Special Requirements

- The candidate must have reliable transportation at all times.

COMPENSATION:

Salary and Benefits

Benefits include:

- Health insurance
- Vacation and sick leave
- The potential for long term employment at a greater rate of pay

Applicants please submit:

2. Cover letter with resume by mail or email to: Fresno Street Saints, 1727 L Street, Fresno, CA 93721 or admin@fresnostreetsaints.org